



FOR CLERK USE ONLY

City Council

Item No. 23

## CITY COUNCIL AGENDA FACT SHEET

Finance  
Department

February 2, 2010  
Requested Date

1. **Request:**

Council Approval

☒Information Only/  
Presentation☐

Other (specify)

☐

Hearing

☐

2. **Requested Action:**

Approve the Budget Calendar for Fiscal Year 2010-11.

3. **Fiscal Impact:**

Revenue:

Increase

☐

Source: \_\_\_\_\_

Decrease

☐

Amount: \_\_\_\_\_

Cost:

Increase

☐

Source: \_\_\_\_\_

Decrease

☐

Amount: \_\_\_\_\_

Does Not Apply ☒

4. **Reviewed By:**

Finance Dept. on 1/27/2010

By: \_\_\_\_\_

Comments: \_\_\_\_\_

City Attorney on \_\_\_\_\_

By: \_\_\_\_\_

Comments: \_\_\_\_\_

*Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.*

CLERK USE ONLY

CITY COUNCIL DATE: \_\_\_\_\_

Action

☐

Filing

☐

Consent

☐

Presentation

☐

Hearing

☐

Other(specify)

☐

Reviewed by: City Clerk \_\_\_\_\_  
Date \_\_\_\_\_

City Manager \_\_\_\_\_  
Date \_\_\_\_\_

## **CITY COUNCIL AGENDA REPORT**

**SUBJECT:** Budget Calendar

**AGENDA DATE:** February 2, 2010

**PREPARED BY:** Judith Hashem, Finance Director

**APPROVED BY:** Victor M. Carrillo, City Manager

**RECOMMENDATION:** Acknowledge receipt.

**DOCUMENTS ATTACHED:**

1. Budget Calendar

**CITY OF CALEXICO  
BUDGET CALENDAR  
FISCAL YEAR 2010-11**

APPENDIX A

BUDGET PROCESS DESCRIPTION	ASSIGNED	DEADLINES	COMPLETION DATE
Budget Calendar to City Council	Finance	02/02/10	
Budget Manual distributed to Departments	Finance	02/05/10	
Final deadline for submittal of Budgets to Finance Director	Departments	03/05/10	
Position allocation data submitted to Human Resources	Finance	03/08/10	
Analysis & schedule review dates with Departments	Finance	03-29-10 to 04-9-10	
Deadline for data entry of Proposed Budget into MOM	Finance	04/09/09	
Updated Position Allocation List including vacant & filled positions	Human Resources	04/16/10	
Tabulation presented to City Council	Finance	04/20/10	
Deadline for submitting Adjustments & Augmentations for consideration at Budget Workshop	Departments	04/16/10	
Final deadline for submittal of recommendations for reconciliation of Proposed Budget	City Manager & Finance	04/23/10	
Update Capital Improvement Plan & Capital Outlay List for Budget	Finance	04/23/10	
Proposed CIP & Proposed Budget distributed to City Council	City Manager & Finance	04/28/10	
Proposed Budget document available to the public	City Clerk	04/28/10	
Public notice of Final Budget Workshop	City Clerk	04/22/10	
Budget Workshop--Presentation of Proposed Budget & Capital Outlays to City Council	City Council	05/11/10	
Proposal to Balance Final Budget	Finance	05/18/10	
Resolution adopting Final Budget, Capital Improvement Plan & Salary Resolution	City Council	06/01/10	
Complete tabulation of the Final Budget for printing	Finance	07/02/10	
Adopted budget placed on City website	Finance	07/15/10	